

**APPENDIX E**

**(SAMPLE ONLY)**  
**ONLY)**

**(SAMPLE**

**BY-LAWS  
(UNIT NAME)  
FAMILY READINESS GROUP**

Know all people by these present, that the undersigned, under the auspices of the Arizona National Guard, located at the National Guard Headquarters, 5636 East McDowell Road, Phoenix, Arizona, 8500-3495, have associated ourselves and do hereby form the Family Readiness Group of \_\_\_\_ (Unit Name) \_\_\_\_\_, and do hereby adopt these By-Laws as follows:

**ARTICLE I**

Section 1.

The name of this organization shall be the Arizona National Guard Family Readiness Group of \_\_\_\_ (Unit Name) \_\_\_\_\_ and herein referred to as FRG.

**ARTICLE II**

Section 1.

The purpose of this FRG shall be to improve communications between the guard unit and family; to involve family members in guard activities; and to enhance the family knowledge of the guard and the unit's missions.

Section 2.

This FRG in its activities, shall be non-partisan, non-sectional, and non-sectarian. It shall not be committed to the support or endorsement of any candidate for public office. The FRG shall not use its right to petition to attempt to influence political decisions at the federal, state or local level. Any petition by the FRG will be made directly to the local unit's Chain of Command.

### **ARTICLE III**

#### **Section 1.**

Those eligible for membership in the FRG shall be mothers, fathers, spouses, children, brother(s), sister(s), or any other interested party wishing to participate in the FRG to enhance the relationship between the members of \_\_\_\_\_ (Unit Name) \_\_\_\_\_ and their families.

#### **Section 2.**

Persons become eligible for membership upon the sponsor being officially assigned to \_\_\_\_\_ (Unit Name) \_\_\_\_\_.

### **ARTICLE IV**

#### **Section 1.**

The government of the FRG shall be vested in a Governing Board consisting of four general officers. This Board will appoint in conformity with the by-laws of the FRG.

#### **Section 2.**

The four general officers shall be the Chairperson, Vice Chairperson, Secretary and Treasurer.

#### **Section 3.**

The term of office for the general officers shall be (X ) year(s). No general officer will serve more than one consecutive term for a total of (X) years. Installation of new officers shall be held as prescribed in the by-laws.

#### **Section 4.**

There shall be an Advisory Board consisting of the following: Unit Commander, Unit First Sergeant, Unit Family Readiness Group Military Point of Contact, and two NCOs from the unit at large. The purpose of this Board shall be as set forth in the by-laws.

#### **Section 5.**

There shall be standing committees as follows: Family Welcome Committee, Emergency Relief Committee, Public Relations Committee, Activities Committee, Social Services Committee and Retirement Committee. The purposes of these committees are prescribed in the by-laws.

**ARTICLE V**

Section 1.

Approval of all expenditures shall be as prescribed in Article \_\_\_\_ Section \_\_\_\_ of the by-laws.

**ARTICLE VI**

Section 1.

The private property of the FRG membership shall not be liable for the debts of the FRGs, but shall be wholly exempt therefrom.

**ARTICLE VII**

Section 1.

The Articles of the FRG by-laws may be amended by a vote of two-thirds of the members attending any regular meetings, or any special meeting called for that purpose, provided that such proposed amendments shall be clearly stated prior to the meeting during which they are to be considered.

A Chapter shall be requested following review and approval of the By-Laws.

**ARTICLE VIII**

The term of office shall be (X) year(s). No one shall serve more than two consecutive terms for a total of (X) year(s). Officers should be elected by majority vote.

**ARTICLE IX**

The purpose of standing committees shall be to provide a service, which will collectively enhance the morale and welfare of all family members.

**ARTICLE X**

Those who are eligible for membership in the Arizona National Guard Family Readiness Group are mothers, fathers, wives, children, brothers, sisters, or any interested party who may wish to participate in this organization to enhance the relationship between the guard person, their families, and the community.

**ARTICLE XI**

The Governing Board and/or the Membership of the FRG shall approve expenditure of self-generated funds. Should for any reason the FRG disband all remaining funds will be forwarded to Arizona Department of Emergency and Military Affairs, ATTN: AZAA-PRF, 5636 East McDowell Road, Phoenix, Arizona 85008-3495.